

**BEYOND THE LEASE REALTY, LLC
CLEANING INSTRUCTIONS FOR MOVE OUT**

The following guideline is provided to convey our expectations to residents in cleaning their leased home, for those that prefer to do the cleaning themselves. However, it is suggested that you hire one of our preferred cleaning companies to have the property professionally cleaned instead of trying to do it yourself. If we are unable to move in new tenants because you did not properly clean, the lost rent in addition to cleaning charges may be charged against your deposit. If you closely follow the guideline below, chances are very good that you will not experience a cleaning deduction from your deposit. Homes less than 2000 sq ft are typically \$150 for a professional cleaning service. Homes over 2000 sq ft are typically \$200.

KITCHEN

- A. **REFRIGERATOR** – Do not turn off or unplug
 - 1. **INTERIOR COMPARTMENT**
 - a. Freezer - Wash all interior surfaces (trays, racks, bins, etc.) with mild soap and rinse
 - b. Refrigerator – REMOVE and wash vegetable, meat, butter bins and all racks and wash with a mild soap and water
 - c. Wash rubber door seal
 - 2. **EXTERIOR SURFACE**
 - a. Wash all exterior surfaces including sides and kick plate with a grease cutting soap, rinse and shine with a window cleaner
 - b. Pull out and clean under and behind
 - c. If stainless steel, use Barkeepers Friend to shine
- B. **RANGE**
 - 1. **RANGE TOP** (flat tops have specific cleaners to use)
 - a. Clean the heating elements with a grease cutting soap, all the way back to where they plug in, rinse and let dry completely before reconnecting (do not soak)
 - b. Replace drip pans with a new set (Home Depot or Wal-Mart)
 - c. Clean control panel and knobs with a grease cutting soap, rinse and shine with a window cleaner
 - d. For hinged cook tops, lift and thoroughly clean underneath
 - 2. **OVEN – SELF CLEAN OR CONTINUOUS CLEAN ONLY**
 - a. Racks may be cleaned by removing them and spraying both sides with an oven cleaner according to the directions (do not leave in oven for self-cleaning)
 - b. Interior should be cleaned by activating the self clean cycle
 - c. Continuous clean ovens do not need to be activated

- d. After the cycle has run, if there are some areas that did not come clean, use and SOS pad on these areas and rinse thoroughly

DO NOT USE OVEN CLEANERS ON THE INTERIORS OF SELF-CLEAN OVENS

3. OVEN CONVENTIONAL

- a. Spray the entire oven including racks with oven cleaner according to directions, rinse thoroughly

4. EXTERIOR AND BOTTOM DRAWER

- a. Wash all exterior surfaces including the sides with a grease cutting product, rinse and shine with a window cleaner
- b. Pull drawer completely out to clean underneath

5. FREE STANDING RANGES

- a. Pull from wall and clean sides and floor underneath

C. **VENTHOOD**

1. Run filter through dishwasher
2. Degrease interior and exterior
3. If stainless steel, use Barkeeper's Friend to shine

DON'T FORGET TO CLEAN WALL BEHIND THE STOVE AND UNDER THE HOOD WITH A DEGREASER

D. **DISHWASHER**

1. INTERIOR

- a. Clean interior by running wash cycle with ½ cup of vinegar
- b. Wash rubber door seal with mild soap and rinse
- c. Wash interior door with mild soap and rinse

2. EXTERIOR

- a. Wash exterior with grease cutting soap, rinse and shine with window cleaner. If stainless steel, use Barkeeper's friend to shine

E. **COUNTERTOPS**

- a. Clean counters and backsplash with a non-abrasive cleaner

F. **CABINETS AND DRAWERS**

- a. Wash exterior with a grease cutting soap and rinse
- b. Thoroughly wipe out all drawers and shelves
- c. Polish cabinet doors with wood polish
- d. Remove any child safety latches

G. **FLOORS**

- a. Wash floor and base boards with a grease cutting soap, using a bristled brush, paying special attention to the edges and corners

H. **SINK & FAUCET**

- a. Scrub sink with Comet/Ajax, rinse and shine all parts with window cleaner. Use bleach on porcelain sinks to remove stains
- b. Run disposal until it runs clear
- c. Clean faucet with a grease cutting soap, use a toothbrush to properly clean around the handles and metal edges, rinse and shine with window cleaner

BATHROOMS

A. BATHTUBS

- a. Special instructions may apply if you have a tub that has been resurfaced
- b. Clean with Softscrub and a 3M scrub pad for fiberglass tubs, for porcelain tubs use bleach to remove stains
- c. Scrub the tile enclosure with Comet/Ajax, rinse well
- d. Use bleach or Tilex and a toothbrush on the grout and caulking
- e. Clean all sides of the faucet, spout and shower head, rinse well and shine

B. SINKS

- a. Follow same instructions for tub

C. TOILETS

- a. Clean the exterior with sanitizing cleaner
- b. Clean the interior with a sanitizing cleaner, flush, then add ½ cup of bleach in toilet and let stand
- c. Thoroughly clean (use toothbrush) around the toilet lid screws, caps and base of toilet

D. CABINETS

- a. Wash exterior with a mild soap and rinse
- b. Thoroughly wipe out shelves and drawers
- c. Polish exterior with a wood polish

E. MIRRORS

- a. Clean and shine with a window cleaner (newspaper works great to avoid streaks)

F. FLOORS

- a. Wash floor and baseboards with a grease cutting soap and rinse, paying special attention to edges and corners

COMMON AREAS THROUGHOUT THE PROPERTY

A. CLOSETS

- a. Wipe down all shelves and rods

B. LIGHT FIXTURES AND CEILING FANS (interior & exterior)

- a. Wash all globes/covers with a grease cutting soap, rinse and shine
- b. Thoroughly clean all switch plate and outlet covers. Replace cracked covers.
- c. Wipe top and bottom of ceiling fans blades and dust light kits

C. FIREPLACES

- a. Sweep out all ashes
- b. Clean fireplace utensils

- c. Wipe down hearth and mantel
- d. Clean screens and glass doors with glass cleaner

D. HEATERS, VENTS AND RELATED

- a. Wipe down vents and air returns
- b. Wipe off thermostat
- c. Replace filters
- d. In winter, set thermostat at 60 degrees

E. WINDOWS

- a. Thoroughly wash all mini blinds/verticals. It is suggested you call a professional blind cleaning company to avoid damage to the blinds.
- b. Have curtains cleaned or replace with like quality and color
- c. Clean and shine interior sides of windows and their tracks
- d. Clean interior and exterior of sliding glass doors and tracks and front storm doors
- e. Wash all window ledges and polish with wood polish if applicable

F. DOORS

- a. Wash all doors (both sides), including entry doors and louvered doors with a mild soap
- b. Clean thresholds

G. WOODWORK

- a. Wash all woodwork, mantel, bannister, railing and baseboards with grease cutting soap, rinse and polish with wood polish, if applicable

H. CHROME/STAINLESS STEEL

- a. Shine all chrome: sinks, towel bars, faucets, appliance handles, paper towel and toilet paper holders, etc with window cleaner on chrome like finishes or special chrome cleaner for real chrome
- b. Use Barkeepers Friend to shine all stainless steel appliances

I. LIGHTS

- a. Replace all burned out bulbs throughout property (interior, exterior, refrigerator). Make sure to use correct size and wattage

J. WALLS

- a. Wipe down all walls
- b. Remove cobwebs
- c. Do not attempt to fill nail holes. Improperly filled holes will be charged back for repairs.

K. UTILITY ROOM

- a. Clean interior and exterior of washer and dryers and filters

L. GARAGE

- a. Sweep out garage thoroughly
- b. If your car has been dripping fluids in the garage or driveway, wet area and cover with powdered laundry detergent, let stand for two hours, then sweep up with old broom. Stains do not have to be completely removed, but residue should be removed.

- c. Do not remove paint cans that go with the house

M. PATIO/DECK

- a. Sweep patios and deck areas
- b. Remove any grease that may have spilled from grills with a degreaser
- c. Remove patio furniture and plant pots if they belong to you

N. DOORSTOPS

- a. Replace broken/bent/missing doorstops

O. FLOORING

1. CARPET – IF YOU HAVE CARPET, YOU MUST HAVE IT PROFESSIONALLY CLEANED PRIOR TO YOUR MOVE OUT INSPECTION. We suggest you use one of our preferred vendors. Otherwise, if job is not satisfactory, you could be charged for another cleaning. Receipt must be provided. Carpets must be dry prior to move out inspection. Be sure to allow ample time.
 - a. Do not try to remove stains yourself with any product that has a bleach or oxyclean base.
 - b. If you have a pet, you must include an enzyme treatment or biokill type product in to remove any pet stains.
2. WOOD FLOORS
 - a. Wash with Murphy's Soap solution according to the directions
3. LAMINATE WOOD FLOORS / TILE / SHEET VINYL
 - a. Wash with a white vinegar solution (1 gallon water, 2 cups white vinegar, ½ cup isopropyl alcohol)

P. YARDS

- a. Yard should be freshly mowed and edged
- b. Yard should be free of pet feces
- c. Flowerbeds and rocked areas should be free of weeds
- d. In summer, do not turn sprinkler system off

Q. SCREENS

- a. All screens should be in place and undamaged

NOTE:

1. All personal items should be removed from the property, including, but not limited to: hangers, toilet paper, cleaning supplies, magnets, trash, boxes.
2. If you leave before the end of your lease, you are still responsible for all utilities and yard work until the end of your lease. Do not cut utilities off early as they will be transferred on your move out date by the management company.
3. Please follow the checklist carefully. BTL is charged \$40 or more per hour for general maintenance and cleaning and this charge must be passed on to the tenant. Therefore, a cracked switch plate cover that would cost you \$1, will cost you \$41 (\$40 service call + \$1 for supplies (switch plate cover).

I acknowledge that I have read and understand the requirements above

signature

date

signature

date

signature

date

signature

date